



SUPREME COURT OF MISSOURI

OFFICE OF STATE COURTS ADMINISTRATOR

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Secretary III

Office of State Courts Administrator has an opening for a highly skilled secretary assigned to the Information Technology Division. This position is responsible for a wide range of duties including scheduling travel arrangements, general recordkeeping, and using word processing to produce manuals, correspondence, and reports. Position requires good communication skills, accuracy, and attention to detail.

Minimum qualifications: Graduation from high school and three years of varied clerical and/or secretarial experience involving word processing, scheduling, filing, and other general office practices. A Bachelor's degree in Business or Public Administration may be substituted for two years of the required general experience.

Starting salary is \$26,004. Application form is required and may be found at <http://www.courts.mo.gov/page.asp?id=3191> or request via e-mail to oscahr@courts.mo.gov or by calling (573) 751-4377. Please submit application no later than July 5, 2007, to Human Resources Office, P.O. Box 104480, Jefferson City, MO 65110. EOE